

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Alcoholic Beverage Use Permit

An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review

Alcoholic Beverage Use Permit Application Fee: \$1,264.00

In addition to the application fee, the following fees also apply:

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

Date of Submittal: / /
 Month Day Year

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Name of Lessee of Property:

(If property is leased, applicant must submit a notarized statement from the owner approving the submittal of this application)

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

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Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	
Street Address (Street, City, State, Zip Code)		Approximate Mile Marker	

Land Use District Designation(s): _____

Present Land Use of the Property: _____

Total Land Area: _____

Requested Type of Alcoholic Beverage: (Please check one)

- | | | |
|--------------------------|-------------|--|
| <input type="checkbox"/> | 1APS | BEER, package only |
| <input type="checkbox"/> | 1COP | BEER, on premise and package |
| <input type="checkbox"/> | 2APS | BEER and WINE, package only |
| <input type="checkbox"/> | 2COP | BEER and WINE, on premise and package |
| <input type="checkbox"/> | 3APS | PACKAGE ONLY, included beer, wine and liquor |
| <input type="checkbox"/> | 5COP | BEER, WINE and LIQUOR, on premise and package |
| <input type="checkbox"/> | 5SRX | RESTAURANT, no package sales |
| <input type="checkbox"/> | 5SR | RESTAURANT, package sales |
| <input type="checkbox"/> | 5S | HOTEL, package sales |
| <input type="checkbox"/> | 5SPX | EXCURSION BOAT, no package sales |
| <input type="checkbox"/> | 11C | PRIVATE CLUB; CABANA CLUB |
| <input type="checkbox"/> | 12RT | RACETRACK, LIQUOR, no package sales |

All of the following must be submitted in order to have a complete application submittal:

- ☐ **Complete alcoholic beverage application (unaltered and unbound);**
- ☐ **Correct fee (check or money order to Monroe County Planning & Environmental Resources);**
- ☐ **Proof of ownership (i.e. Warranty Deed);**
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – sixteen (16) sets or Signed and Sealed Site Plan, prepared by a Florida registered architect, engineer or landscape architect– sixteen (16) sets (drawn to a scale of 1 inch equals 20 feet, except where impractical and the**

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Director of Planning authorizes a different scale). At a minimum, the boundary survey or site plan should include the following:

- ☐ Date, north point and graphic scale;
- ☐ Boundary lines of site, including all property lines and mean high-water lines;
- ☐ Locations and dimensions of all existing structures and drives;
- ☐ Adjacent roadways;
- ☐ Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones;

☐ **Typed name and address mailing labels of all property owners within a 500 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 500 foot radius, each unit owner must be included;

☐ **A certificate of the Division of Hotels and Restaurants of the Department of Business and Professional Regulation or the Department of Agriculture and Consumer Services or the Department of Health or the Monroe County Health Department,** stating that the place of business wherein the business is to be conducted meets all of the sanitary requirements of the state

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- ☐ **Traffic Study, prepared by a licensed traffic engineer**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.